



The Military Order of St. Agatha of Paternò

What is GDPR and the MOC?

The GDPR (General Data Protection Regulation) is concerned with respecting the rights of individuals when processing their personal information. This can be achieved by being open and honest with members about the use of information about them and by following good data handling procedures. The regulation is mandatory and all organisations that hold or process personal data must comply.

The regulation contains 6 principles.

- Personal data should be processed fairly, lawfully and in a transparent manner. Upon joining members of the Order complete a petition of admission form by completing this and subsequent admission forms the MOC considers this permission to be contacted regarding ongoing events of the Order and specific issues relating to the Order. If you want to leave our contact list you can do so at any time. You can do this by contacting us at mocunitedkingdom@email.com
- Data should be obtained for specified and lawful purposes and not further processed in a manner that is incompatible with those purposes. We do not pass members details to any third party during the ongoing business of the MOC. For MOC events the names of members and guests that have applied to attend the event may be passed to third parties connected to the event (for example venue, caterers, security, etc.) who are themselves required to comply with the regulation.
- The data should be adequate, relevant not excessive and in relation to the MOC only data kept is contact details. We do not hold any bank details etc
- The data should be accurate and where necessary kept up to date. The Grand Priory of the English Tongue processes any data updates within 10 days of receipt and reminds all members to notify any data changes at least annually.
- Data should not be kept for longer than necessary. We endeavour to remove any data upon request and promptly as soon as we are aware of any changes such as resignation etc.
- Data should be kept secure and not on external drives etc. All data is stored in password protected form on a secure backed-up service.
- All members that hold the relevant positions within the Order have a responsibility to ensure that their activities comply with the data protection principles. They have responsibility for the type of personal data they collect and how they use it. They should not disclose personal data outside the organisation's procedures, or use personal data held on others for their own purposes.

MOC and personal data?

Personal data is data that relates to an identified or identifiable individual and is:

- processed electronically
- kept in a filing system

- part of an accessible record, for example an education record
- held by a public authority.

This includes data that does not name an individual but could potentially identify them.

How long can information be kept?

Information must not be kept for longer than is necessary.

While there is no set period of time set out within the GDPR, some records must be kept for a certain period of time in accordance with other legislation. For example, HMRC require payroll **records to be kept for three years** from the end of the tax year that they relate to.

How can MOC comply with the regulation?

To ensure its compliance to the GDPR, an organisation must:

- have a clear retention policy for handling personal data and ensure it is not held for longer than is necessary We endeavour to remove any data upon request and promptly as soon as we are aware of any changes such as resignation etc.
- have a legal basis for acquiring and/or using any personal data (for more information on legal bases please see the **ICO website**)
- ensure that all members that hold relevant positions are aware of the retention policy and follow it
- respond to subject access requests (sometimes called personal data requests) within one month
- if there is a personal data breach that is likely to result in a risk to the rights and freedom of an individual, inform the ICO within 72 hours and, if the risk is deemed to be high, also inform the individual concerned.

A member's right to request their personal data

Members have a right to access information that an organisation may hold on them. If a member wants to see their personal data held by the Grand Priory of the English Tongue, they should make a Subject Access Request at mocunitedkingdom@email.com. Most requests for personal data can be provided quickly and easily.

A **Subject Access Request** should include:

- full name, address and contact details
- details of the specific information required and any relevant dates.

The Grand Priory of the English Tongue will respond to all subject access requests within one month.